

**PRESIDIO OF MONTEREY'S PROCEDURE  
FOR  
LEGAL AND OTHER REQUIREMENTS  
IDENTIFICATION**

<b>Procedure: The Presidio of Monterey's</b> Legal and Other Requirements Identification Procedure			
<b>Document Owner:</b> EMS Management Representative, Plans, Analysis, and Integration Office (PAIO) – <b>The Presidio of Monterey (POM)</b>		<b>Review:</b> EQCC	
		<b>Date:</b> 14 Dec 05	
<b>Update Requirements:</b> The <b>Presidio of Monterey's</b> EMS Management Representative shall maintain this procedure and review it annually. This document and its revisions shall remain current for no more than one year from the effective date. The EMS Management Representative must maintain a log of document history with this procedure.			
<b>Revision Information</b>			
<b>Status</b>	<b>Revision</b>	<b>Effective Date</b>	<b>Revision Summary</b>
Baseline Procedure	1.0		None

**A. PURPOSE**

1) To establish the requirements for and mechanisms of identifying the legal and other requirements applicable to the environmental aspects of activities and services at US Army Presidio of Monterey (POM).

**B. SCOPE**

2) This procedure is written to address the criteria established by **Section 4.3.2 of ISO 14001:2004**.

**C. DEFINITIONS**

**D. PROCEDURE**

- 1) Legal requirements and other requirements related to POM's environmental aspects and impacts will be identified. This is accomplished by one or more of the following:
  - a. Attending environmental compliance-related conferences, seminars or workshops.
  - b. Subscribing to environmental compliance-related publications and/or services.
  - c. Participating in environmental association or group activities.
  - d. Reviewing POM's activities and services with legal counsel, as appropriate.
- 2) Applicable legal and other requirements are communicated to employees as detailed in POM-EMS-PR-4.4.3 (Communication Procedure).

- 3) Employees will have access to relevant documents containing current requirements. This access is provided by one or more of the following:
- a. Posting current legal and other requirements on the installation intranet.
  - b. Posting applicable management plans on the installation intranet.
  - c. Providing accurate and timely information on locations of pertinent legal documents.

## **E. RESPONSIBILITIES**

### **1) EMS Management Representative (EMSMR)**

- a. Compiles and reviews information to maintain up-to-date knowledge of POM's operations and its associated legal and other requirements.
- b. Attends conferences, meetings, seminars, etc. to remain apprised of regulatory and other requirements.
- c. Works with Directorate/Tenant Command Heads and legal counsel to ensure that applicable legal and other requirements are communicated to employees and that those employees have access to relevant documentation on current requirements.

### **2) Directorate of Public Works, Environmental Division (PWE) Staff**

- a. Compiles and reviews information to maintain up-to-date knowledge of POM's operations and its associated legal and other requirements, as they pertain to the significant aspects for POM.
- b. Attends conferences, meetings, seminars, etc. to remain apprised of regulatory and other requirements.
- c. Maintains documentation of activities conducted to identify legal and other requirements applicable to POM. All records of activities and legal and other requirements are maintained in accordance with POM-EMS-PR-4.5.4 (Control of Records Procedure).
- d. Assists with the proper maintenance of documentation for activities undertaken to stay abreast of legal requirements.

### **3) Directorate/Tenant Command Heads**

- a. Work with the EMSMR to ensure that applicable legal and other requirements are communicated to employees and that employees understand that the EMSMR maintains documentation on current requirements.

## **E. ATTACHMENTS**

None